

COUNCIL MINUTES

TOWNSHIP OF COCKBURN ISLAND COUNCIL MEETING

5:00 PM WEDNESDAY, JUNE 11th, 2025

Meeting On-line by ZOOM

ZOOM LINK <https://us02web.zoom.us/j/84944196668>

(same link every regular meeting)

PRESENT

Mayor: Brenda Jones
Councillors: Lee Chappell
Jeff House
Simon Lacombe
Scott Stewart
Clerk: Brent St. Denis
Absent: Nil

(A number of ratepayers observed the meeting.)

5:05 PM

Call to Order

Declarations of any pecuniary interest

Delegations – if any

New Business – if any

Resolution # 25-06-01

Moved: J House

Seconded: S Lacombe

That the June 11th, 2025 Council meeting agenda be adopted.

CARRIED

Resolution # 25-06-02

Moved: S Stewart

Seconded: L Chappell

That the minutes of the May 14 regular and May 28 special (CBO) meetings be adopted

CARRIED

Public Works Committee meeting – Council and available Public Works crew

Resolution # 25-06-03

Moved: J House

Seconded: S Stewart

That the we enter into Committee of the Whole so that an informal discussion with staff can be held regarding Public Works and related matters.

Time – 5:06 PM

CARRIED

Council Member Lacombe chaired the PW session. Items raised during the Public Works Committee of the Whole included;

Public Works Meeting Notes – the highlights were

- Status of 15 pieces 3X6 for E dock and 6X6
- WAMCO has plastic culvert extensions ready for pickup (Brent will arrange)
- Need fuel – 500 litres gas, 1500 litres diesel
- Garage to be kept locked except Mon-Fri during working hours, – ratepayers to contact PW crew or a Council member for access during off hours. Check with crew first. Ratepayers to be considerate of crew member private time.
- D St. needs gravel

Resolution # 25-06-04

Moved: J House

Seconded: L Chappell

That the we adjourn the Committee of the Whole and return to the Council meeting.
Time – 5:28 PM

CARRIED

Action Items

May Council Tour – see Council member notes at the end of these minutes

Resolution # 25-06-05

Moved: S Stewart

Seconded: J House

That the following items noted on the Council's recent annual May tour be followed up;

- As per list appended to these minutes pasted below.

CARRIED

Update on Streetlights tender – consider tender(s) received

Resolution # 25-06-06

Moved: J House

Seconded: S Stewart

That whereas two (2) quotes were received for the repair of streetlights and
Whereas one was received (E Fortier) after the May 21 deadline
Now therefore be it resolved that the following action be taken;

- That the bidders be asked for their price if their work was carried out over 2 summers instead of just one summer.

CARRIED

NOTE – The bids received were both well over the Township’s budget for the project so Council is hoping it will be more affordable over two years rather than one.

CBO (Chief Building Officer) - update and follow-up from recent Council meeting with new CBO, Chris Meloche.

Resolution # 25-06-07

Moved: S Stewart

Seconded: L Chappell

That Whereas Council met with new CBO, Chris Meloche on May 28
Now therefore be it Resolved that the following additional action be taken;

- The Clerk is to determine from the records and/or by email inquiry which Building Permits since 2019 have been paid for
- The Clerk is to work with MPAC to make sure the properties in question have had their assessments updated
- Monitor the progress toward getting the Building Permit system back on track

CARRIED

Building Permit By-Law – #2025-07

Resolution # 25-06-08

Moved: J House

Seconded: S Stewart

That Be It Resolved that By-law #2025-07 **being a By-Law concerning fees and procedures for Building permits on Cockburn Island** be read a first, and second, time.

CARRIED

Resolution # 25-06 -09

Moved: J House

Seconded: S Lacombe

That Be It Resolved that By-law #2025-07 **being a By-Law concerning fees and procedures for Building permits on Cockburn Island** be read a third and final time, be adopted, be signed by the Mayor and Clerk, be sealed with the corporation’s seal, be numbered #2025-07, and be filed with the by-law records.

CARRIED

Capital Plan – review Councilor House proposal shown here - Revised June 8

<i>PROPOSED Cockburn Island 5 Year Capital Plan</i>					
<i>Jeff Version two for June 11, Council</i>					

<u>Item</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Replacement Tractor / Bush Hog		\$140,000			
Additional Dock	\$55,000				
Replace dump trailer		\$10,000			
PW Vehicle		\$30,000			
Street Lights	\$30,000				
Major Road improvements?					
Riding Lawn Mower		\$15,000			
Trash compactor					
Land Fill - trash haulage from Island					
Derelect vehicle barge trip			\$10,000		
Hall painting and lower siding replacement	\$8,000		To tender for Heritage Committee?		
Church Painting	\$15,000		Need to seek out grant money		
Repair main pier/dock concrete surface		\$200,000			
Transit for TWP		\$3,000			
Generator		\$2,000			
Welder	\$2,500				
<u>Totals</u>	<u>\$110,500</u>	<u>\$400,000</u>	<u>\$10,000</u>	-	-

Resolution # 25-06-10

Moved: S Lacombe

Seconded: L Chappell

That That Be It Resolved that a Capital Plan, such as the one proposed by Council member House, be considered for adoption subject to the following suggestions;

- Establish a \$70,000 Brush-Hog replacement account
- Open question – sell some municipal property to raise funds?
- \$10,000 toward refurbishing dock surface layer (grant?)

CARRIED

FIRE SMART Grant – apply for wildland fire protection planning funds? 100% funding to a maximum of \$15,000. Not for capital items, a plan only.

Resolution # 25-06-11

Moved: J House

Seconded: S Stewart

That Whereas the Province has announced funding (Fire Smart Grant) to assist municipalities to plan for the threat of forest fires with a maximum grant of \$15,000 being made available on a limited basis

Now therefore be it resolved that the Clerk-Treasurer is hereby authorized to submit an application on behalf of the Township Council

CARRIED

Financial Report

Receive report on disbursements by cheque, transfer, auto-debit, NCU “Pay Bills” and NCU VISA

Northern Credit Union Bank balances as of June 6, 2025

<u>Dock Account 101</u>	\$14,692.28
<u>Heritage Account 102</u>	\$73,813.74
<u>Operating Account 100</u>	\$200,617.26
TOTAL ALL ACCOUNTS	\$289,123.28

Current Interest Rate earned on Operating account2.95 %

Current Interest Rate earned on Twp Heritage Account 2.45 %

Current Interest Rate earned on Dock Account.....2.45 %

Resolution # 2025-06-12

Moved: S Lacombe

Seconded: L Chappell

That the Treasurer’s report on bank balances, cheques, auto-debit payments, transfers and the VISA card statement be hereby received.

CARRIED

Council Members’ Concerns

- Council member Stewart – suggests removing completed items fro Council “To Do” lisy included with agenda
- Mayor Jones asked if the WiFi at the Hall had been fixed – YES. Can we get the calcium on the roads sooner? (Note -hamlet grading must be done first before applying calcium)

Clerk’s Report

- a) Weather station link now on website.
- b) 2025 Tax Bills have been mailed as of Friday June 6.
- c) **NCU PaymentStream** for bill payment. The e-transfer system has limitations. Requires double-signoff as with cheques. Clerk is researching this option for possible consideration by council.

- d) Princess Auto – use of charge account at in-person checkout resolved -provide account # and, if asked, the account name (Cockburn Island Twp) – 7 names are on the list as approved by Council.
- e) Annual NORDS funds received -\$53K, yr 5 of 5-year agreement - renewal TBC
- f) Margaret Clipperton turns 90 on July 29th –(in recognition of the many years of support of the former Clerk-Treasurer a gift of up to \$100 was agreed upon)
- g) Possible date for arrival of Well drilling crew – June 19th – barge dependent
- h) NCC might ask to address Council on July 9th re: Sea Can issue.
- i) AODA (Accessibility) modules for Council and PW have been circulated (Human Rights Code and Customer Service Standards)

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CLOSED SESSION BEFORE ADJOURNMENT- Next Clerk-Treasurer – schedule interviews? – according to our plan receive/acknowledge any application(s) already received.
 Next steps?

Resolution # 25-06-13
 Moved: S Lacombe
 Seconded: J House

That we enter Closed Session to discuss personnel matters related to the 2026 retirement of the Clerk-Treasurer.
 Time- 6:35PM

CARRIED

Resolution # 25-06-14
 Moved: J House
 Seconded: S Lacombe

That we return to Open Session
 Time- 6:51PM

CARRIED

Resolution # 25-06-15
 Moved:
 Seconded:

That Council proceeds as follows as it concerns the Closed Session discussion about the hiring of a new Clerk-Treasurer in preparation for the current Clerk-Treasurer's 2026 retirement;

- Invite the candidates to meet with Council at 5:00 PM Wednesday **June 18** * for first interviews

CARRIED

***Note** – the interviews meeting was rescheduled to June 19 due to a scheduling conflict

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Adjournment

Resolution # 2025-06-16
Moved: S Stewart
Seconded: S Lacombe

That this meeting be now adjourned and that Council to meet again at 5:00 PM on Wednesday July 9th, 2025 by Zoom or at the call of the Mayor.

CARRIED

Time – 6:56 PM

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2025 Council Walk Around

Council Member Scott Stewart's List

Culvert on the 14th by Bill's to have extensions installed
Simon to call Brent to order adapters/connectors for galvanized and plastic. Simon to supply list to Brent.
Replace two culverts on the 20th at Cranberry Marsh, save culverts to be used in the future
Have 2 person's when doing culvert work
Council accepts Ian's offer of \$75:00 per beaver for trapping

Equipment

Backhoe parts are at CIL, need parts brought in and installed.
Parts for backhoe if required, Simon to just order if with the operating budget
Should get parts into the island on next available boat
Hydraulic pump on order for Ford Tractor
Main hyd fluid drain line to be ordered once fittings confirmed to be the same on new hyd pump

Marina

Marina is Top priority at all times
Alex to order Galvanize chain (200 feet x 3/8)
Alex to call Brent for Payment of chain
Order 15 – 2x6x10 PT from Rosenburg's for repairs on E dock
Order 2 – 2x6x8 PT for repairs on C dock
Order 1 new Galvanized support corner for C dock
Order 7 – 6x6x10 PT for repairs to D dock
Install Hemlock from equipment shed horizontally on 6x6's on D dock
New dock will require about 80 feet of chain to install to anchors (part of 200 feet been ordered)
Council to check with CIL and Ken Nolan to set anchors
Scott Stewart to be lead on assembling new dock, PW to assist when required, Backhoe for lifting
Set up for new dock as per last year on concrete dock
Goal is to have new dock installed before July long weekend
New dock requires 4 tear drop anchor for chain hold downs
PW to tighten all cleats and brackets
Repair main frame on B dock between July and August long weekends, require material list, maybe use wood material from equipment shed?

E dock requires bumper system between concrete dock and floating dock F dock also
Simon to order 100' of snow fencing with 12 T bars
Snow fencing to be installed along lime stone boulders on north side in late fall to stop snow from accumulating on floating docks over winter months
Dirt on south side of dock build to be spread out

Equipment Shed

Equipment shed requires shelving for parts need length measurement from wall to window
All dock parts to be stored in one place at the equipment shed

Fuel Shed

Gas inventory at 14 inches (Alex to convert to gal's or liters)
Once we have gas conversion then make decision on amount of gas to be ordered
Diesel fuel at 75 cm (Alex to convert)
Notify CIL for filling of diesel tank
Remove bags of cans
Inquire about removal of used oil and other hazardous liquids

Fix windows

Dispose open anti-freeze

Main Garage

Donation for use of garage only 2 rate payers did this last year others did not
Get small donation sign and place on interior wall
Both tool crib and fluid crib locked at all time unless PW is at garage
Main Garage to be locked at all times unless PW using
Rate payers to check with PW or council members for use of garage
PW employees (Time frame)
Rate payers to clean shop after use

Medical Building

Medical building to be left unlocked
Alex to get spare key cut
Requires clear totes
Shelving unit x 1 (Princess Auto)
Stainless steel table (Princess Auto)
Purchase one micro furnace
Purchase 1 x 2000-watt name brand generator if funds permit, to be used at medical building only (Honda or Yamaha suggested)
Purchases are to come from \$6000.00 grant money
Heliport north gate pole needs replacing
Require sign for medical building with red cross
Current inventory of medical supplies to be washed down and moved into new building
AED and sign to be moved to new building

OPP Garage

Sort out siding and place on web sites for sale
2 x exterior doors to be placed on web sites for sale

Water Truck

Get rack built for water manpacks and installed on back of water truck (Scott)

McLeod building

Hold off on flooring, PW to remove any turned-up tile edges
Blinds and/or curtains, check with Brenda for update

Church

No action required

Hall

Cupboard's to be put for sale on web sites for 1 week.
Winning bidder to get in contact with Dwight for when cupboards removal time and pick-up
Electric hot water tank on web sites for sale also

Ditching on D street

Lowering of culverts
Straighten ditch line
Requires more gravel on road
Requires fill on Simons front yard to cover gravel

Grading

Simon to inform NCC (Megan) of roads grading and dates
Grading by CIL to instruct Alex on techniques of grading
Alex to apply to grading of roads and have critiqued
Grading to dress up remove potholes

Cockburn Walk Around Tenders

Council Member Simon Lacombe's List

1. Old door for sale (no window) - Old door out of the McCleod House
2. Old door sale (with window) - Old door out of the McCleod House
3. Old counter and cabinets out of Townhall for sale but only available for pick up when Heritage completes replacement (Sometime in July)
4. Contract for Tender - How much for labour and materials to replace vinyl flooring in McCleod house? After in person review, job is not top priority, but will need doing eventually. -875 square feet
5. the old camera and microphone set up for Council Zoom meetings for sale (excluding tripod which is on loan to the township)